

<b>ALASKA PIONEER HOME</b>		<b>P&amp;P No: 02.03</b>
<b>Title: Employee Education</b>		<b>Approval: D. COTE</b>
<b>Key Words: Continuing education, Orientation, Job training</b>		
<b>Team: All employees</b>	<b>Effective Date: 8/1/12</b>	<b>Page: 1 of 5</b>

## **PURPOSE**

To describe the various required educational opportunities for employees at the Alaska Pioneer Homes (AKPH).

## **POLICY**

A new employee orientation class is given when employees begin work at the AKPH.

Job specific training for a particular department within AKPH is given by the supervisor with in-service training or through a course outside the AKPH.

Mandatory continuing education requirements to maintain a license or certification are obtained by the employee, at the employee's expense.

## **DEFINITIONS**

**CEU** (continuing education unit) is a measure of required education completed by a professional to maintain a license. A CEU is ten hours of participation in a recognized continuing education program. The CEUs also provide employers with information about training pertinent to an occupation.

**Contact hour** is earned by attending a minimum of 60 minutes of organized instruction during an in-service.

## **PROCEDURE**

### **I. Types of Education at AKPH**

- A. New AKPH employee orientation
- B. Annual education
- C. Continuing education hours required to maintain a license or certification
- D. Job specific training and skills

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## **II. Orientation to AKPH and Annual Education**

- A. All new employees receive sufficient job orientation to prepare them to perform their work in an appropriate and safe manner.
  1. Includes an introduction to the facility, staff, and residents.
  2. Includes a basic competency and task assessment.
  3. Includes additional training specific to the requirements of the employee's job at the AKPH.
  4. A complete job description is given to each employee upon hire to assure competencies are identified.
  5. The Home's educator provides the orientation and annual education to all employees.
  6. AKPH employees are required to attend and complete questions about the annual education and displays.
  7. Orientation and annual education records are in the employee's confidential file.
  
- B. Topics covered in orientation and annual education:
  1. The Home
    - a. Home rules and performance standards (on hire)
    - b. Duties and responsibilities in Home and specific department (on hire)
    - c. Physical Home layout (on hire)
    - d. Security (on hire)
    - e. Drug free workplace (on hire)
    - f. Ethics (on hire)
    - g. Body mechanics and ergonomics (on hire)
    - h. HIPAA confidentiality (on hire)
  2. The residents
    - a. Resident rights (on hire and annual)
    - b. Caring for residents with dementia (annual)
    - c. Dealing with aggression (on hire and annual)
    - d. CPR for direct care staff, therapy, and activity staff (every 2 years)
    - e. Airway obstruction and the conscious choking maneuver (on hire and every 2 years); included with CPR when CPR is required.
    - f. Abuse prevention and reporting responsibilities (on hire and annual)
    - g. Lifting policy (on hire)
    - h. Medication management and glucometer testing for nursing (on hire)
    - i. Psychosocial issues for nursing (on hire and annual)
  3. Infection control and prevention
    - a. Hand washing (on hire and annual)
    - b. Standard precautions (on hire and annual)

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- c. Exposure control plan for blood borne pathogens (on hire and annual)
- d. Biohazards and sanitation (on hire)
- e. Tuberculosis (TB) screening (on hire and annual)
- f. Pandemic infection outbreak (as needed)
- 4. Emergency procedures
  - a. Emergency equipment (on hire)
  - b. Fire and disaster safety (on hire and annual)
  - c. Hazardous material communication (on hire)

### **III. Continuing Education Requirements**

- A. Nursing, therapy, and certain administrative employees are mandated by the Alaska State Licensing Office to document continuing education to renew their license or certification.
  - 1. Continuing education hours required every two years:
    - a. 24 hours for certified nurse aides
    - b. 30 hours for licensed practical nurses
    - c. 30 hours for registered nurses
    - d. 30 hours for advanced nurse practitioners
    - e. 24 hours for physical therapists
    - f. 36 hours for administrators
  - 2. The nursing staff, physical therapist, and administrators cannot continue working in the AKPH without a current license or certificate.
- B. Continuing education assists employees in attaining continual work proficiency.
  - 1. Job specific training at orientation and in-service sessions ensures that staff in particular departments maintains the needed skills and knowledge.
  - 2. The administrator is responsible for ensuring compliance with education requirements.
  - 3. The education coordinator or department supervisor is responsible for providing needed training, but not continuing education units for re-licensure.
  - 4. The employee is responsible for obtaining continuing education for licensure and certification.
- C. In-service training
  - 1. The educator ensures that employees receive in-services to increase the quality of care in the Home, and to fulfill needs as they arise.
  - 2. Employee attends in-service training as assigned.
  - 3. The Home educator maintains a record of attendees.
  - 4. Employees provide copies of training completed outside the Home to the education coordinator.



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#### **IV. Job specific Training and Skills**

- A. CPR (cardio-pulmonary resuscitation) for direct care staff, therapy, and activity staff on hire and every 2 years.
  - 1. Conscious choking maneuver is included in the training and return skill demonstration.
    - a. Conscious choking maneuver relieves choking and is also taught to dining room staff.
- B. First Aid for direct care staff, therapy, and activity staff on-hire and every 2 years.
- C. Blood glucose meter (glucometer) training and skill checks for:
  - 1. CNAs every year during the January medication administration skill check.
  - 2. Licensed nurses when hired by the Home.
  - 3. Licensed nurses using the glucometer on a regular basis sign every year indicating that they understand the meter and testing.
- D. INR meter training for licensed nurses on hire.
- E. Medication administration course and 90 day skill checks for CNAs.
- F. Food handler's card for dietary staff.
- G. Maintenance optional training:
  - 1. AKPH maintenance employees are generalists, and certification and licensure are not required.
  - 2. Respirator fit test certification
  - 3. Asbestos removal certification
  - 4. Boiler certification
  - 5. License for electrician, carpenter, plumber, refrigeration.

#### **V. Bargaining Agreement Educational Advancement and Training**

- A. Specific bargaining unit contracts contain allowance for employee educational advancement and training.
  - 1. GGU Article 35 and SU Article 20 allow for time off and/or use of working time, and cost reimbursement for employees to pursue personal education and training.
  - 2. The AKPH adheres to the most current bargaining unit agreement.

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3. Both GGU and SU agreements require written employer approval prior to training

#### **HISTORY OF REVISIONS**

New: 1/1/12

Revised: 3/20/12; 7/20/12

Reviewed: 3/20/12

#### **ATTACHMENTS**

N-02 Continuing education for nursing staff

#### **REFERENCES**

12 AAC 44.610-660, HCBS SOP

